

REQUEST FOR PROPOSALS

FOR

ADAMS COUNTY, MISSISSIPPI

DISASTER DEBRIS MONITORING



PROPOSAL DUE ON July 6, 2021, NO LATER THAN 10:00 A.M.

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Adams County, Mississippi

REQUEST FOR PROPOSAL FOR Disaster Debris Monitoring

DISASTER DEBRIS MONITORING

PURPOSE:

Adams County Mississippi (hereafter referred to as COUNTY) is soliciting sealed proposals to provide **Disaster Debris Monitoring** services.

QUESTIONS REGARDING THIS RFP:

No oral interpretation of this Request for Proposal shall be considered binding. The COUNTY shall be bound by information and statements only when such statements are written and executed under the authority of the COUNTY.

Please submit all proposal questions by email to:

Frances Bell

fbell@adamscountymiss.gov

INSTRUCTIONS TO PROPOSERS:

Companies desiring to provide services, as described in the Scope of Work, shall submit:

- **1 (one) original technical proposal for service**
- **4 (four) copies of technical proposal for service**
- **1 copy of Cost Proposal**
- **1 copy of required forms**

Offers by telephone, fax, or email will not be accepted.

It is the sole responsibility of the respondent that the proposal reaches the COUNTY. Late deliveries will be rejected as non-responsive regardless of the reason for delay.

Submission should be formatted and divided in the following way:

TECHNICAL PROPOSAL

COST PROPOSAL

ADDITIONAL REQUIRED FORMS

TERMS AND CONDITIONS:

1. Work performed under any contract awarded as a result of this RFP will comply with the guidelines of the FEMA PA Guide (FP 104-009-2). This guide may be found online at https://www.fema.gov/sites/default/files/documents/fema_papppg-v4-updated-links_policy_6-1-2020.pdf
2. Any contract resulting from this RFP will contain the required "FEMA clauses." These may be currently found on FEMA's website at https://www.fema.gov/sites/default/files/2020-07/fema_pdat_contract-provisions-temp_late.pdf
3. All hourly costs are all-inclusive/fully loaded. No per-diem, travel, software costs, materials costs, or other costs may be billed.
4. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to provide to the COUNTY the services set forth in this Request for Proposals or until one or more of the proposals have been awarded, whichever occurs first.
5. The COUNTY reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the COUNTY.

6. If a successful proposer does not execute a contract within ten (10) days after approval, the COUNTY may award the contract to the next most qualified proposer as selected by the COUNTY.
7. The COUNTY has the right to cancel a solicitation at any time prior to approval of the award by the COUNTY.
8. The COUNTY reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
9. Costs of preparation of a response to this request for proposals are solely those of the proposers. The COUNTY assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the COUNTY bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
10. The proposer receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the COUNTY to verify such coverage.
 - Workers' Compensation - including minimum \$1,000,000 for Employers' Liability.
 - Coverage shall include a waiver of subrogation in favor of the COUNTY and its agents, employees, and officials.
 - Commercial General Liability - minimum \$1,000,000.
 - Business Automobile Liability - "any auto" minimum \$1,000,000 per occurrence.
 - Professional Liability (Errors & Omissions) - coverage for all claims arising out of the services performed with minimum \$1,000,000 per claim.
11. SIGNED TIMESHEETS WILL BE REQUIRED FOR ALL INVOICED STAFF. Signed timesheets will include name, date, time in, time out, duration (in hours). Properly documented, electronic signatures will be accepted (such as Adobe Sign, or signature capture software).
12. The proposer awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of the contract resulting from this RFP. The COUNTY shall have access to all records, documents, and information collected and/or maintained by others in the

course of the administration of the agreement. This information shall be made accessible at the awardee's place of business to the COUNTY, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction.

13. It is the intent of the COUNTY to enter into a contract for a 1-year (one year) period, with the option to extend for a 1-year (one year) period if the COUNTY should determine extended services would be needed.

SCORING POINTS FOR PROPOSAL

Selection Criteria	Points Available
Qualifications of Firm	25
Qualifications of Staff	25
Technical Approach	20
Cost Proposal	30
Total	100

SCOPE OF SERVICES

1. BACKGROUND

The COUNTY requires debris monitoring services, preferably using a ticketless/paperless ticketing system.

2. SCOPE

A. DISASTER DEBRIS MONITORING SERVICES

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, public property, drainage areas, waterways, and other areas designated as eligible by the COUNTY. The selected firm must monitor all debris removal operations, beginning on the date when the County requests the services and ending when the County advises that the services are no longer required for that time period. CONTRACTOR shall furnish all contractor employees with all applicable and necessary PPE to protect them and the citizens of the County.

Specific services may include:

- a. Coordinating daily briefings to share information regarding work progress, staffing, and other key items with the COUNTY.
 - a. Daily briefing should be for the current day (separate from and in addition to a report of work completed the previous day) and should include the number of cut trucks, number of haul trucks, roads projected to be worked, number of monitors (all staff) working that day.
 - b. Previous day's report should include debris and cuts to date, projected total cuts, collection, processing and haul out; and percent completed in each category.
- b. Support with the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS). This may include site selection and other permitting/regulatory issues as requested.
- c. Coordinating with debris contractors, and scheduling work for team members and contractors on an efficient and cost-effective daily basis. Any monitors who bill but do

not have more than 2 tickets a day may be subject to additional documentation of services rendered prior to payment of invoice.

- d. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed of recovery work.
- e. Assisting the COUNTY with responding to public concerns and comments, to include supporting a citizen call in or survey tool form for debris that needs to be cut or collected.
- f. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- g. Utilizing an Electronic Ticketing System to generate electronic debris load tickets for each load of debris generated. The Electronic Ticketing System shall capture a digital photograph, GPS coordinates, electronic signature, and a timestamp for each load of debris generated as it is loaded and as it is dumped. The System shall also capture before and after photos of each Leaner, Hanger, and Stump removed along with GPS coordinates and timestamps. This information shall be transmitted electronically to a central information database that provides real time access to debris removal activities via a web-based interface. Along with the digital records, the system shall also have the ability to generate paper receipts in the field for redundancy and debris removal crew validation if requested by the COUNTY at no additional cost. The purpose of the Electronic Ticketing System is to provide the COUNTY with complete documentation of every load of debris generated for auditing and reimbursement purposes.
- h. Developing and implementing daily operational reports to keep the COUNTY informed of work progress.
- i. Development of maps, GIS applications, etc. as necessary. The COUNTY will require access to web-based GIS.
- j. Tracking of road clearance progress. A list of completed roads will be turned in by the monitoring firm to the county on a daily basis. The monitor will ensure the road is clear and clean of disaster debris before putting it on the cleared roads list.
- k. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the COUNTY for processing.
- l. Final report and appeal preparation and assistance.

TECHNICAL PROPOSAL FORMAT:

Failure to submit this information may render the proposal non-responsive. Proposers must succinctly respond in the format delineated below. Elaborate, irrelevant, or otherwise unnecessary information will not be considered. Information should be separated and/or tabbed by evaluation area so the COUNTY can identify the required information. Proposal Sections/Tabs should be in the following order:

Qualifications of Firm, Qualifications of Staff, Technical Approach

1. QUALIFICATIONS OF THE FIRM

- a. Provide a description and history of the firm focusing on previous governmental experience with disaster debris monitoring. Only past experience as the prime contractor will be considered. Qualifications must include, at minimum, the following:
 - Recent experience demonstrating current capacity and current expertise in disaster debris removal.
 - Documented knowledge and experience coordinating with Federal, State, and Local governments and/or emergency response and recovery agencies.
 - Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA (Federal Emergency Management Agency) and other agencies, both state and federal, related to storm recovery.
 - Experience with relevant disaster recovery program management services including hazardous trees, dangerous limbs, data management, and hauler invoice reconciliation and contracting.
 - Utilization of digital/electronic (paperless) ticketing, time-tracking, and data management systems.

2. QUALIFICATIONS OF STAFF

Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff (management staff including, but not limited to, project manager, collection and disposal operations managers, data manager, etc.) should be full time employees of the proposing firm and have experience working for the Proposer in the following:

- a. Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
- b. Documented knowledge and experience of Federal, State, and Local emergency agencies state and federal programs, funding sources and reimbursement processes.
- c. Experience with special disaster recovery program management services including leaning tree and hanging limb removal, data management, and hauler invoice reconciliation and contracting.
- d. Experience with digital/electronic (paperless) ticketing, time-tracking, and data management systems.

3. TECHNICAL APPROACH

Provide a description of the Proposer's approach to the project, to include

- startup procedures/requirements
- process/methodology for estimating amount of debris to be collected and the number of trees to be cut
- staffing formulas (to include project management staff ratio/oversight to field monitors, and methods to ensure there are an appropriate number of monitors to debris operations,).
- methods to ensure there is appropriate communication between debris hauler and monitor
- reporting procedures for work completed to date and daily work plans
- reconciliation and reporting of the debris recovery contractor's billing/invoices
- availability for questions and follow-up documentation after the initial service period.

COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed with the weighted rates given which approximate typical staffing matrix for debris monitoring operations.

Proposer agrees that any service agreement issued under this selection will provide the following terms, such that payment of all invoices will only be made once all supporting documentation has been reviewed and approved by the contract PA administrator and state and federal agency representatives.

REQUIRED COMPONENTS

- Technical Proposal
- Reference sheet
- Cost Proposal (must be signed)
- Required Additional Forms
 - PROPOSER'S CERTIFICATION
 - IDENTIFIED SUBCONTRACTORS
 - ANTI-LOBBYING AFFIDAVIT
 - CONFLICT/NON-CONFLICT OF INTEREST/LITIGATION STATEMENT
 - DRUG-FREE WORKPLACE AFFIDAVIT.

REQUIRED FORM: REFERENCES

Provide Three References for which the firm has performed services within the past five (5) years that are similar to the requirements in the Scope of Services. Client References other than those appearing below may be checked as well. Additional sheet or alternate form may be used.

Client Name	Contact Name/Phone/Email	Description of Project

REQUIRED FORM COST PROPOSAL FORM

The hourly labor rates shall include all applicable expenses, overhead, overtime, and profit. Rates shall be “fully loaded” meaning all travel, per diem, mileage, and expenses must be included in the hourly rate. This price proposal form must be fully completed.

DISASTER DEBRIS MONITORING SERVICES

All positions must have a rate greater than \$10/hour.

Company Name	
Signature	

Position	Weighted Percent	Proposed Rate (this column is required)	Calculated Dollar (This column may be filled out by proposer, but is not required.) Scoring: Weighted %* Rate (multiply 2nd and 3rd column and put result here)
Project Manager	2%		
Operations Manager	2%		
Documentation Manager	5%		
Billing/Invoice Specialist	1%		
Field Supervisor	10%		
Load Site Monitor	60%		
Debris Site Monitor	20%		
Total Amount	100%	n/a	

If it appears a math error has been made (i.e., the line-item calculated dollar does not equal the weighted percent multiplied by the proposed rate), the proposed rate will be used to calculate the calculated dollar column)

REQUIRED FORM: SUBCONTRACTOR LIST
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List any subcontractors here. Use an additional page or form if necessary.

REQUIRED FORM 200.321 Affirmative Steps
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**CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN’S BUSINESS ENTERPRISES,
AND LABOR SURPLUS AREA FIRMS §200.321**

The COUNTY is required to take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible. If contractors use subcontractors, they are required to take the following affirmative steps:

- Placing qualified enterprises on solicitation lists
- Assuring that enterprises are solicited whenever they are potential sources
- Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by enterprises
- Establishing delivery schedules, where the requirement permits, which encourage participation by enterprises
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

SIGNATURE

COMPANY NAME

DATE

REQUIRED FORM: PROPOSERS CERTIFICATION

Proposing Certification: I have carefully examined the Request for Proposals and any other documents accompanying or made a part of this Request for Proposals.

I hereby propose to furnish the goods or services specified in the Request for Proposals at the rates quoted in my Proposal. I agree that my Proposal will remain in effect for a period of up to one hundred eighty (180) days in order to allow the COUNTY adequate time to evaluate the Proposals.

I agree to abide by all conditions of this Proposal and understand that a background investigation may be conducted prior to award.

I certify that all information contained in this Proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Proposal on behalf of the Proposer as its act and deed and that the Proposer is ready, willing and able to perform if awarded the Contract.

I certify this Proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Proposal for the same product or service. I further certify that no officer, employee or agent of Adams County or of any other Proposer has a financial interest in this Proposal. I further certify that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

<u>Business Name</u>	
<u>Point of Contact</u> <u>Name, Phone,</u> <u>Email</u>	
<u>Business Address</u>	
<u>Certification</u> <u>SIGNATURE:</u>	
<u>Signer Name</u>	
<u>Position</u>	

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT
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CHECK ONE

[] To the best of our knowledge the undersigned proposer has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

[] The undersigned proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

COMPANY NAME _____

AUTHORIZED SIGNATURE _____

NAME AND TITLE (PRINT OR TYPE) _____

Failure to check the appropriate blocks above may result in disqualification of your proposal.

<p>CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and VOLUNTARY EXCLUSION</p>
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Neither the entity or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Signed

Date

Name of Authorized Representative

Title of Authorized Representative

DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned vendor hereby certifies that:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace. the business's policy of maintaining a drug-free workplace. any available drug counseling. rehabilitation. and employee assistance programs. and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the drug- free workplace statement.
4. In the statement specified in drug-free workplace statement, notify the employees that as a condition of working on the commodities or contractual services that are under bid the employee will abide by the terms of the statement and will notify the employer of any conviction of or plea of guilty or nolo contendere to. any violation of any controlled substance law of the United States or any state. for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

I certify that this firm complies fully with the above requirements.

SIGNATURE

Date

Company: _____

Position: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies that, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
3. The undersigned shall require that the language of this certification be included in the award document for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date:
